

March 2016

Vista One Stop Career Center

FREE Workshops and Events



Vista del Camino • 7700 E Roosevelt, Scottsdale 85257 • (480) 312-0058 • Center Hours 8:00AM-5:00PM – MON thru FRI

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Computer Basics 9:00AM Jumpstart Your Job Search 1:00 PM	2 Resume I 10:30AM	3 Interviewing Techniques 10:00AM iTools 1PM	4
7 Resume II-Lab 10:30AM	8 Computer Basics 9:00AM Jumpstart Your Job Search 1:00 PM	9 Resume I 10:30AM	10 Interviewing Techniques 10:00AM iTools 1PM	11
14 LinkedIn 10:30AM	15 Computer Basics 9:00AM Jumpstart Your Job Search 1:00 PM	16 Resume I 10:30AM	17 iTools 1PM	18
21	22 Computer Basics 9:00AM Jumpstart Your Job Search 1:00 PM	23 Resume I 10:30AM Understanding Credit 5:30PM	24 iTools 1PM	25
28 Resume II-Lab 10:30AM	29 Computer Basics 9:00AM Jumpstart Your Job Search 1:00 PM	30 Resume I 10:30AM	31 Interviewing Techniques 10:00AM iTools 1PM	

PLEASE NOTE: ALL WORKSHOPS ARE 2 HOURS IN LENGTH, UNLESS OTHERWISE NOTED. REGISTRATION PREFERRED.

To Register Call: 480-312-0058 or Email: swilliams@scottsdaleaz.gov

SPECIAL EVENTS THIS MONTH

NEW!!!

"iTools"

Build your internet skills and learn the online tools necessary for an effective job search!

Workshop Covers: Online Applications, Uploading, Downloading, Attaching, Google applications and features (Gmail, Google agenda and Google Docs.)

Prerequisite: Attended Computer Basics or comfortable with basic computer functions.

"Understanding Credit"

By Desert Schools Federal Credit Union
Wednesday, March 23, 2016

Dinner: 5:30PM | Workshop: 6:00-7:30PM

Understand the credit reporting system, what makes up your score, and repairing bad credit

To Register: Click [here](#), or Go to www.scottsdaleaz.gov and search for "Vista del Camino" or call 480-312-2323

Sheila Williams, MSW, 480-312-0058, swilliams@scottsdaleaz.gov

Noemi Garcia, 480-312-0062, ngarcia@concernedcitizensscottsdale.org

In Partnership with: Concerned Citizens for Community Health (CCCH), Arizona @ Work and United Way

VISTA ONE STOP CAREER CENTER

Workshops, Events and Programs

The Vista Career Center is an Internet accessible computer lab with access to a fax, copier, printer and scanner to assist in job searching. The Center Hours are Monday through Friday, 8:00 AM to 5:00PM with computer access till 4:45PM. Services are free to all Maricopa County residents.

Get a JUMP on Your Job Search!!!

JUMP START YOUR JOB SEARCH

Looking for a job? Learn to create a job search action plan to land your next job! This workshop will review winning resumes, successful interview skills, increasing your marketability, the hidden job market, and building your professional network.

Get Your Job Search TOOL KIT Ready!!!

RÉSUMÉ I

This class examines the essential components to writing an EFFECTIVE résumé and cover letter. Learn how to create a focus statement and accomplishment statements, use action verbs, and how to set yourself apart from the competition.

RÉSUMÉ II (LAB)

This is a hands-on lab with guidance on formatting, résumé styles, one-on-one assistance and suggestions for improvement, confidently and effectively.

INTERVIEW TECHNIQUES

Develop and improve your interviewing skills. Learn how to answer difficult interview questions confidently and effectively.

Get TECHY with it!!!

COMPUTER BASICS

Learn the basic functions of writing and editing a résumé using Microsoft Word. This workshop will review online job search techniques, online job applications, utilizing basic computer skills and setting up a free email account.

iTOOLS

Build your internet skills and learn the online tools necessary for an effective job search! Workshop Covers: Online Applications, Uploading, Downloading, Attaching, Google applications and features (Gmail, Google agenda and Google Docs.)

Prerequisite: Computer Basics or Basic Computer Functions Familiarity

LINKEDIN

Learn how and why LinkedIn is an important social media tool for your job search and career path. Develop a professional and ACTIVE LinkedIn profile and learn effective career networking approaches and tips with this online forum.

iCOACHING

Work individually with a computer coach to develop your internet and computer skills.

Prerequisite: iTools Workshop

Get HELP!!!

JOB SEEKER ASSISTANCE:

- One-on-One Assistance
- Career Closet
- Career Guidance
- Employment Resources*
- Information & Referral
- Mock interviews/ Job Interview Prep
- Resume Review
- Transportation Assistance*
- For Appointment, Contact 480-312-0058 or swilliams@scottsdaleaz.gov

***REQUIRES SCOTTSDALE RESIDENCY**

SCOTTSDALE TEEN EMPLOYMENT PROGRAM:

The STEP program assists Scottsdale teens, ages 14 to 19, with job readiness training, résumé assistance, mock interviews and job referrals. STEP offers workshops and regular events including the Scottsdale Teen Employment Symposium and the Scottsdale Opportunity Expo. Please contact 480-312-0058 or swilliams@scottsdaleaz.gov for more information.